SHARP

Electronic Cash Register Model XE-A213

For quick set-up, follow the instructions shown below. Note that malfunction may occur if you do not follow the steps. For further information, please read the instruction manual. Before setting up your cash register, prepare three new R6 or LR6 batteries ("AA" size), which are necessary for memory backup, and find a stable surface near an AC outlet where the cash register is not subject to water sources or direct sunlight.

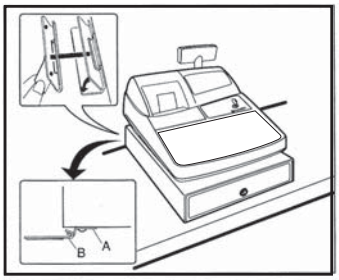
1 Installing The Cash Register

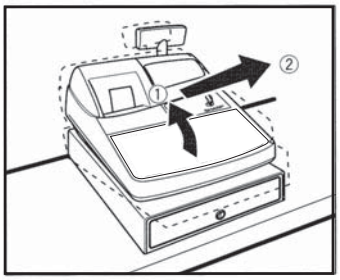
Install the cash register using the fixing angle bracket provided with the register.

- Thoroughly clean the location where the fixing angle bracket (B) is to be placed.
- Peel off the adhesive tape on the fixing angle bracket.
- Hook the angle bracket onto the hook (A) that is located at the bottom rear of the register.
- Firmly stick the fixing angle bracket to the table surface that you cleaned above.

To remove the register from the fixing angle bracket.

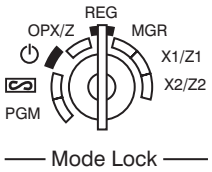
- Lift up the front of the register and pull the register towards you.



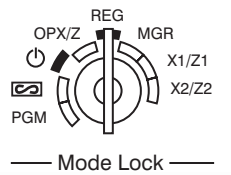


Important Notice

The cash register will operate correctly only after the following steps have been carried out:



2 Preparing The Cash Register



Initialising The Cash Register

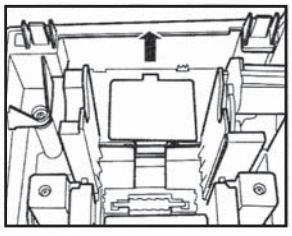
To ensure the cash register operates correctly, initialize it using the following procedure.

- Make sure the AC power cord is unplugged and batteries are not installed in the register.
- Insert the manager (MA) key into the mode switch and turn to the **REG** position.
- Insert the plug of the AC power cord into the AC outlet. The buzzer will sound 3 times.

IMPORTANT: This operation must be performed without batteries installed.

- The register display should now show "NO BATTERY".

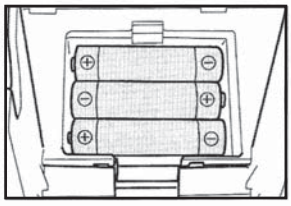
NOTE: If the buzzer does not sound when the plug is inserted, the initialization has not been done successfully. Wait at least one minute after pulling out the plug, and insert the plug again.



Installing the Batteries

Install three new R6 or LR6 batteries ("AA" size) according to the procedure shown below with the power cord connected and set the mode switch to **REG** position.

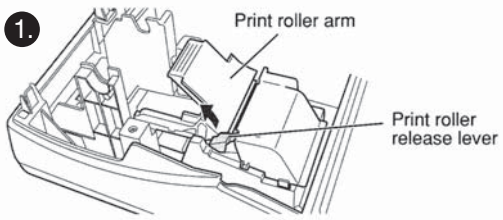
- Lift the rear of the printer cover and detach it.
- Open the battery compartment cover.
- Install three new R6 or LR6 batteries ("AA"size) as per the diagram. When the batteries are properly installed "NO BATTERY" on the display will disappear.
- Close the battery compartment cover.

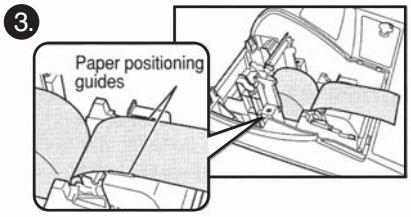


3 Install the Paper Roll

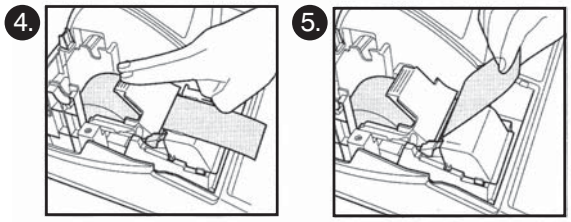
Receipt

- Lift up the print roller release lever to unlock and open the print roller arm.
- Set a paper roll in the paper roll cradle as per the diagram.
- Feed the end of the paper along with the paper positioning guides as per the diagram.
- While holding down the paper, slowly close the print roller arm, and push down the arm until you hear a click locking the arm. Make sure you securely push down the center of the wing part of the arm as per the diagram. The paper will be fed automatically.
- Cut off the excess paper using the edge of the inner cover, and replace the printer cover. Press the [↑] key to make sure the paper end comes out of the printer cover and clean paper appears.



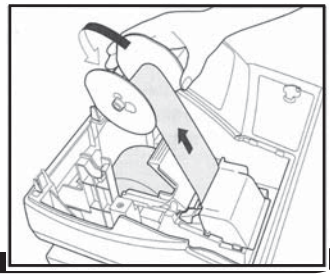


NOTE: If the print roller arm is not securely locked, the printer will not work correctly. If this problem occurs, open the arm, and close the arm as instructed above.

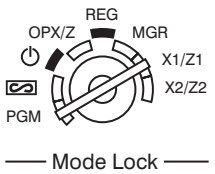


Journal

- Insert the end of the paper into the slit of the spool. (Press the [↑] key to feed more paper if required).
- Wind the paper two or three turns around the spool shaft.
- Set the spool on the bearing and press the [↑] key to take up excess slack in the paper.
- Replace the printer cover.



4 Setting The Date And Time



Set the mode switch to the **PGM** position.

Setting the Date

Enter the date in 8 digits using the day month-year (DD-MM-YYYY) format. Then press [#].

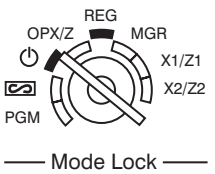
Example: Date (26 August, 2003) [2] [6] [0] [8] [2] [00] [3] [#]

Setting the Time

Enter the time in 4 digits ("hhmm" format) using the 24 hour system. Then press [#].

Example: Time (2:30pm) [1] [4] [2] [0] [#].

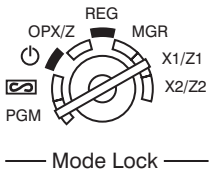
5 Turning off the Receipt Printer



The printer can be turned off to save paper.

- Insert the manager (MA) key into the mode lock and turn to the **OPX**/**Z** position.
- Press the [↑] key.
- Turn the key back to **REG** mode. The receipt is now turned off.
- To turn the receipt ON again, turn the key to **OPX**/**Z** and press the [↑] key again.
- Turn the key back to the **REG** mode.

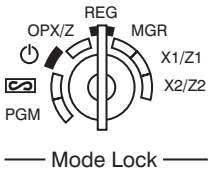
6 Changing The Printing Style



The printer can either issue a customer receipt or provide a journal.

- Insert the manager (MA) key into the Mode Lock and turn to the **PGM** position.
- Press the [ST] key.
- Enter 6 and press the ⊗ key.
  1 1 0 0 0 1 1 1 for receipt or
  0 1 0 0 0 1 1 1 for journal
- Press the [ST] key followed by [TL] to finalise operation.

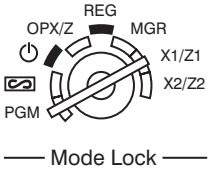
7 Entering A Basic Sale



Insert the operator key into the mode lock and turn to the **REG** position.
The cash register has 70 PLU keys through which to enter your sales. The purpose of these are to assist you in analysing your business. (For example, PLU 1 could be used for Milk at 50p etc.)

- Insert the (OP) key and turn the mode lock to the **REG** position ready for normal use.
- Either press the PLU key or enter the price of the product followed by the PLU key.
- To enter another sale repeat as above.
- Press the **ST** button to show the amount due.
- To calculate the change enter the money given by customer.
- For example £5.00 is entered as 5 00.
- Press the payment key [TL]. The amount of change due will be shown on the display.

8 Programming A Product Price and Product Name

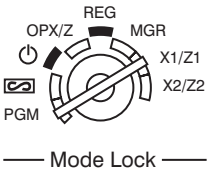


- Insert the manager (MA) key into the Mode Lock and turn to the **PGM** position

Procedure

Press PLU key (1 to 70 keys) → [00] → Enter Text (max. sixteen char.) → [ST] → Enter Price (max. six digits) → [ST] → [TL]

9 Programming A Receipt Message



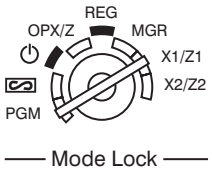
Insert the manager (MA) key into the Mode Lock and turn to the **PGM** position.

[ST] → 4 → • → Enter line number (1-3 as standard, upto 6 lines optional). → ⊗ → 24 character message → [ST] → [TL]

For example to program a message.

- Ensure the Mode Lock is at **PGM**.
- Press 4 followed by •.
- Press 1 (for line) followed by ⊗.
- Type in your 24 character max. message and press [ST].
- Press 2 (for line 2) followed by ⊗.
- Type in your 24 character max. message and press [ST].
- Press 3 (for line 3) followed by ⊗.
- Type in your 24 character max. message and press [ST].
- Press [TL] at any stage to finalise.
- Return to the **REG** position.

10 Reporting



The cash register has two reporting types.

Use the reading function (X) when you need to take a reading of sales information entered since the last reset. This reading can be taken any number of times without clearing totals.

Use the resetting function (Z) when you need to clear the registers memory. The reports can be taken in the X1/Z1 mode for daily sales or X2/Z2 for periodic (monthly) reports.

For further information please refer to the instruction manual.

Example Daily Reports

- Insert the manager (MA) key and turn to X1/Z1.
- To read the cash report press [TL] or the item report press [PLU/SUB].
- To reset the cash report press • [TL] or the item report press • [PLU/SUB].
- Return to **REG** position once the report has finished.

! Common Error Messages

Error Message	Error Status	Action
ENTRY ERROR	Registration error	Make a correct key entry
MISOPERATION	Misoperation error	Make a correct key entry
SBTL COMPUL	Compulsory depression of the [ST] key for direct finalisation	Press the [ST] key and continue the operation
TEND COMPUL.	Compulsory tendering	Make a tendering operation
NOT ASSIGNED	No entry of a clerk code	Make a clerk code entry
OVER LIMIT.	Overflow limitation error	Make a registration within a limit of entry
INH. OPEN PR	The open price entry is inhibited	Make a preset price entry
INH UNIT PR	The preset price entry is inhibited	Make an open price entry
NOT NON-TEND	The direct finalisation is inhibited	Make a tendering operation
BUFFER FULL	1. Subtotal void is not allowed	Finalise the transaction, and correct the wrong entries in the [⊘] mode
	2. GLU item entries are reached to 50 items	Finalise the transaction
HEAD UP	Print roller arm is lifted up	Make sure the print roller arm is securely locked
PAPER EMPTY	Receipt or journal paper roll is not installed or empty	Install receipt or journal paper

Your Helpline Support Number is 01924 438238

'Select Option 2 for Support' The lines are open 8.30am - 4.30pm Monday-Friday